

TAB

SUBJECT: Rental Survey - [REDACTED]

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4. Recommendations:

a. That you approve the proposed regulation (Attachment 1) as Agency policy.

b. That the RECD rates contained in Attachment 2 (Columns 5, 6 and 7) be approved.

c. That imposition of the new rate be effected on 1 October 1977 and that, due to the magnitude of the increases, collection be spread over a 12-month period with no further increases due until the February 1979 Consumer Price Index.

d. That future year budgets contain funds for meters and upgrading insulation of quarters at [REDACTED] at which time utility charges will be collected on the basis of actual consumption at the prevailing commercial rate.

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e. That OMB be provided copies of the new rent/utility schedules as well as the policy governing habitation of quarters at [REDACTED]

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f. That, in light of the tax relief currently afforded other employees of the U.S. Government, the subject of tax deductions for rents/utilities reimbursed by Agency employees be vigorously pursued.

/s/ James H. McDonald

James H. McDonald

[REDACTED]
Harry E. Fitzwater

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SUBJECT: Rental Survey - [REDACTED]

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5X1A APPROVED: [REDACTED]
Acting Deputy Director for Administration

DISAPPROVED: [REDACTED]
Acting Deputy Director for Administration

DATE: 29 AUG 1977

Attachments

Orig - OL Official w/atts
2 - A-DDA w/atts
1 - OTR w/atts Chrono, Subject

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Attachment 1

OFFICE OF TRAINING

PERSONNEL

(date)

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SUBJECT: Administration and Operation of Staff Housing
at the [REDACTED] (C)

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REFERENCE: Bureau of the Budget Circular No. A-45, revised
31 October 1964, and as revised by Transmittal
Memorandum No. 1, dated 3 August 1968, and
Transmittal Memorandum No. 2, dated 30 October
1974

1. Purpose

(C) This Instruction establishes Agency policy
regarding the administration and operation of staff housing
at the [REDACTED]. It establishes the
principles by which rents for quarters and charges for
related facilities and utilities supplied to employees and
others are set and administered.

2. Authority

(C) The Director of Logistics (D/L), after
consultation and coordination with the Director of Training (DTR),
will recommend appropriate charges for rents for quarters
and for related utilities and facilities to the Deputy Director
for Administration (DDA) for approval. The DDA's approval of

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these charges will be in accordance with the referent Bureau of the Budget Circular No. A-45.

3. Policy

(C) 5 U.S.C. 5911 requires that rental rates and charges for other facilities made available in connection with occupancy of rental quarters "shall be based upon the reasonable value to the employee . . . in the circumstances under which provided, occupied, or made available." Rents or other charges may not be set so as to provide an inducement in the recruitment or retention of employees, or as an inducement to encourage the occupancy of existing Government housing (see 5 U.S.C.A. 5536). The establishment of rents shall reflect "reasonable value" and should not operate as a barrier in recruitment or retention of an employee when the principle of "comparability" has been properly applied.

The staff housing at the [REDACTED] provides decent, comfortable, but modest, housing for its employees and detailed personnel stationed at the [REDACTED]. Rents and other charges for these quarters will be set commensurate with the quality of the housing and in conformance with law. Charges

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25X1A for [REDACTED] housing will be administered in a manner which

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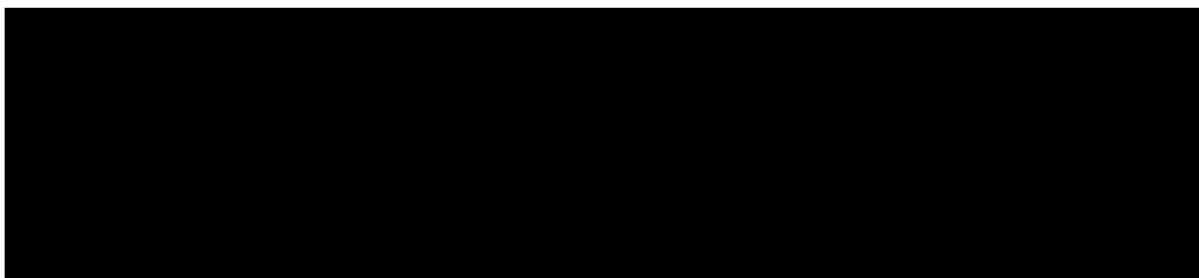
ensures the continuation of the best feasible Agency Foreign Intelligence operational training program supporting the Intelligence Community and the U.S. national security objectives.

All personnel assigned to the [REDACTED] on rotational tours are required to reside [REDACTED] in order to properly carry out their comprehensive training responsibilities during both duty and nonduty hours. Any exception to this requirement must be approved by the DTR.

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To ensure that rental rates and other charges reflect periodic changes in the private market, the D/L, in consultation and coordination with the DTR, will recommend affirmation or adjustment of the rent schedule and other charges reflected by changes in the private market. This will be accomplished at specific intervals in accordance with the procedures set forth in Appendix I of OMB Circular A-45 (formerly Bureau of the Budget Circular No. A-45). The D/L, in consultation and coordination with the DTR, will

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recommend adjustments for utilities furnished by the Government and metered or measured whenever rate changes occur in the

25X1A [REDACTED] locality.

25X1A [REDACTED] may approve a reduction of up to 10 percent

25X1A of the basic rental rate if the Government quarters are clearly inadequate in size for the needs of the employee's family, provided that more adequate Government quarters are not available to that employee. However, such a deduction will not continue beyond 1 month subsequent to the availability of rental quarters more suitable to the employee's needs unless it can be shown that the reassignment of quarters will not serve to benefit the Government. The DTR may approve reductions in the basic rental rate (excluding utilities), not to exceed 20 percent of the employee's gross salary (pay and allowances) of the basic rent when the employee is required to occupy quarters in excess to the size and quality of his needs. Should either of these deductions be invoked, [REDACTED] files will contain full information to support the deductions in each instance.

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4. Implementation

(C) The charges for rental quarters and for utilities and related facilities have been established as set forth in the attachment to this Instruction and are effective on 1 October

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1977. Payroll deductions will continue at the old rates for 1 year, and rate increases during the calendar year October 1977 to October 1978 will be administered as described below. Subsequent changes or increases will be reflected on an annual basis. Consumer Price Index changes in basic rental charges for quarters will be reflected in payroll deductions effective with the first pay period in March of each year, beginning with the first pay period in March 1979.

The amount of the increases for rents and utilities for each set of quarters reflecting the increase from the current rate to the new rate (effective 1 October 1977), as reflected in the attachment, will be increased at a rate of one-fourth each quarter, beginning 1 October 1977 and ending in November 1978. Amounts equal to one-fourth of the increase will be paid by the employee in cash or check to the [REDACTED] cashier quarterly, beginning 31 December 1977 and ending 31 December 1978. At that time, full comparability will be achieved and included as part of regular payroll deductions of each employee. Receipts from rents and other charges collected from employees pursuant to this Instruction will be returned to the [REDACTED] for proportionate crediting to utilities and related services, to maintenance and upkeep of

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staff quarters, and for improvements which have been properly approved by Headquarters in conformance with Agency regulations and Federal law.

Harry E. Fitzwater
Director of Training

APPROVED: _____
Acting Deputy Director for Administration

DATE: _____

Attachment:

██████ Monthly Quarters
Rental-Utilities Cost

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SUMMARY OF ALLOWABLE DEDUCTIONS
As they apply to Attachment 2

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Deprivation of liberties (para. 10.a.(9) of OMB Circular A-45)	30%	30%	30%
Lack of amenities (ambience) (para. 5.f. and 6.c. (2) of OMB Circular A-45)	5%		10%
	35%	30%	40%

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